Messages

System messages appear in the Status bar at the bottom of R/3 screens. As another option, messages can also be customized to display in a dialog box (pop-up window), if desired. If this option is chosen, the messages will display in the Status bar, as well as in a dialog box. Messages must be acknowledged before proceeding.

Changing Messages to Display in Dialog Boxes

1. Click on the Customizing of local layout button on the Standard Toolbar.
   
   Note: Mac users do not have the Customizing of local layout button and are not able to use this function.

2. Click on Options in the menu.

3. Click on the Options tab in the Options window.

4. Click in the check box for the following options in the “Messages” section:
   - Dialog box at succes (sic) message
   - Dialog box at warning message
   - Dialog box at error message

5. Click the Apply button (if highlighted) and then the OK button.
   
   Note: Messages will now be displayed in both a dialog box (pop-up window) and the Status toolbar.
Messages (continued)

What are the Message Types?

Information: General information

![Information Icon] (Status Bar) ![Information Icon] (Dialog box for messages)

*Example:* “Document (number) changed.”

*To do:* Click ✅ Enter (or press Enter) to proceed

Warning: Irregular entry

![Warning Icon] (Status Bar) ![Warning Icon] (Dialog box for messages)

*Example:* “Delivery date is a weekend.”

*To do:* Click ✅ Enter (or press Enter) to proceed

Error: Invalid input

![Error Icon] (Status Bar) ![Error Icon] (Dialog box for messages)

*Example:* “Vendor number not valid.”

*To do:* Correct input; click ✅ Enter (or press Enter) to proceed